Academic Standing.................................................................................................................. 2.2

Dropped .......................................................................................................................... 2.2.6
Dropped Due to Academic/Disciplinary Reasons ......................................................... 2.2.6.1
Dropped Due to Failure to Complete Required Degree ............................................... 2.2.6.2
Full Academic Standing ............................................................................................... 2.2.3
Grading Scheme ............................................................................................................ 2.2.1
Grading Scheme – Research Papers ............................................................................ 2.2.2
Probationary Academic Standing ................................................................................ 2.2.4
Repeatability of Course Work ...................................................................................... 2.2.5

Admission ......................................................................................................................... 1.0

Application Fee .............................................................................................................. 1.2.2
Admission for Program Enrollment ............................................................................... 1.0
Admission Types ............................................................................................................ 1.4
Application for Admission ............................................................................................ 1.2
Denial of Admission (see Evaluation of Admission Criteria) ...................................... 1.3
Dual Level Admission – Master’s/Education Specialist ................................................. 1.7.2
Dual Level Admission - Undergraduate/Master’s ......................................................... 1.7.1
Education Specialist Program Admission ..................................................................... 1.1.2
Educational Background ............................................................................................... 1.3.2
Eligibility for Admission ............................................................................................... 1.1
Enrollment Management Limits ................................................................................... 1.1.4
Evaluation of Admission Criteria ................................................................................ 1.3
Full Admission ................................................................................................................ 1.4.1
GPA Admission Requirement – Education Specialist Program .................................. 1.4.1.2
GPA Admission Requirement – Master’s Program ....................................................... 1.4.1.1
Master’s Program Admission ......................................................................................... 1.1.1
Multiple Program Admission ....................................................................................... 1.8
Non-Program Enrollment .............................................................................................. 3.0
Not Final Transcripts .................................................................................................... 1.2.1.2
Official Transcripts ...................................................................................................... 1.2.1
Partial Transcripts ......................................................................................................... 1.2.1.1
Probationary Admission ............................................................................................... 1.4.2
Probationary Admission – Education Specialist Applicants .................................... 1.4.2.1
Program Specific Admission Requirements ................................................................. 1.2.3
Scholastic Achievement ................................................................................................. 1.3.1
Status Change (see Academic Standing) ...................................................................... 2.2
Term of Validity of Admission ...................................................................................... 1.5
English Language Proficiency ....................................................................................... 1.2.4
Work Experience ............................................................................................................ 1.3.3

Change of Program ......................................................................................................... 1.6

Changes to These Policies .............................................................................................. 9.0

Cooperative Agreements with International Institutions ................................................. 5.0
Credit Limitations

Dual Level Admission ........................................................................... 1.7.1
Non-Program Special Student Credit Limit ........................................... 3.3
Term Credit Limit (see Load Limit)...................................................... 2.1.7

Degree Candidacy.................................................................................. 2.3.1

Dual Level ............................................................................................... 1.7

Dual Level Admission – Master’s/Education Specialist ......................... 1.7.2
Dual Level Admission – Undergraduate/Master’s ................................. 1.7.1
Drop from Dual Level – Undergraduate/Master’s.................................. 1.7.1
Drop from Dual Level – Master’s/Education Specialist .......................... 1.7.2
Load Limit for Dual Level – Undergraduate/Master’s ............................ 1.7.1

Exception to Graduate Policy ................................................................. 8.0

Exception to Load Limit Policy .............................................................. 8.1

Exceptions Committee .......................................................................... 7.0

Membership of the Exceptions Committee ........................................... 7.1
Meetings.................................................................................................. 7.2

General Program Policies and Procedures ........................................... 2.0

Grading System ...................................................................................... 2.2.1

Graduate Education Committee ............................................................... 6.0

Membership of the Graduate Education Committee ............................. 6.1

Graduate Faculty Research Adviser Appointments ................................. 4.0

Appointments to the Graduate Faculty ................................................... 4.0
Criteria for Membership ........................................................................ 4.0
Emeritus Members ................................................................................ 4.0

Graduation ............................................................................................... 2.3.3

Date of Record of Graduation ............................................................... 2.3.3.2
Graduate Application for Degree .......................................................... 2.3.3.1
Graduation Ceremony ........................................................................... 2.3.3.3
Completion of Graduation Requirements during Summer ........................ 2.3.3.1

International Transfer Credit ................................................................. 2.1.4

Limited Access Research Report .......................................................... 2.3.2.4

Load Limit .............................................................................................. 2.1.6

Load Limit for Dual Level – Undergraduate/Master’s ............................ 1.7.1
Exception to Load Limit Policy .............................................................. 8.1

Multiple Program Admission .............................................................. 1.8
Non-Program Enrollment ................................................................. 3.0
  Non-Program Special Student ....................................................... 3.1
  Non-Program Special Student Advisement .................................... 3.2
  Non-Program Special Student Credit Limit .................................... 3.3

Program Plan .................................................................................. 2.1
  Credit Requirements ........................................................................ 2.1.1
  Level of Course Work ..................................................................... 2.1.2
  Load Limit ..................................................................................... 2.1.6
  Research Requirements .................................................................. 2.1.5
  Second Master’s Program ................................................................ 2.4
  Seven Year Limit ............................................................................ 2.1.7
  Transfer Credit .............................................................................. 2.1.3
  Transfer Credit, International ....................................................... 2.1.4

Program Progress ........................................................................... 2.3
  Degree Candidacy .......................................................................... 2.3.1

Repeatability of Course Work ......................................................... 2.2.4

Research Competency Requirement ................................................ 2.3.2
  Initiation of Research ..................................................................... 2.3.2.1
  Limited Access Research Report ................................................... 2.3.2.4
  Meeting the Research Requirement ............................................... 2.3.2
  Research Advisors ........................................................................ 2.3.2.2
  Research Report Submission ......................................................... 2.3.2.3

Second Master’s Program ................................................................. 2.4

Seven Year Limit ............................................................................. 2.1.7

Special Student ............................................................................... 3.0

Status Change (Academic Standing) .................................................. 2.2

Transfer Credit ................................................................................ 2.1.3
  International Transfer Credit ......................................................... 2.1.4
1.0 ADMISSION FOR PROGRAM ENROLLMENT

1.1 Eligibility for Admission: A person who has a Bachelor’s or higher degree, awarded by an accredited institution of higher education, may apply for admission. Such accreditation will usually be by an accrediting agency recognized by the United States Department of Education, the Council on Postsecondary Accreditation, or in selected cases, an agency judged appropriate by the Graduate Student Evaluator.

1.1.1 Master’s Program Admission: An applicant for a Master’s program must have been awarded a Bachelor’s degree or equivalent, or apply for Dual Level (see 1.7.1). A program or combination of programs in higher education encompassing a period of study of at least four academic years which lead(s) to the award of a diploma(s) or certificate(s) may be judged by the Program Director and the Coordinator for Graduate Studies to be equivalent to a Bachelor’s degree.

1.1.2 Education Specialist Program Admission: An applicant for an Education Specialist Program must have been awarded a Master’s degree or apply for Dual Level (see 1.7.2).

1.1.3 Non-Program Enrollment: See Section 3.0.

1.1.4 Enrollment Management Limits: Students who are otherwise qualified may be denied admission to a program or the University due to enrollment limits.

1.2 Application for Admission: Persons seeking admission to a graduate or certification program must submit a properly completed Application for Graduate Admission form (paper or electronic) to the Graduate Student Evaluator 30 days before the expected term of enrollment, or by other established deadlines.

1.2.1 Official Transcripts: Applicants need to submit transcripts that show the bachelor’s degree awarded plus all transcripts of any graduate work attempted and/or completed. All transcripts must bear the official institutional seal and signature. The applicant must request the registrar from these other institutions to send the official transcripts. An applicant may submit an official transcript providing it bears no restrictive statement. In rare cases an applicant may submit an attested copy (notarized or certified as true copy) of a transcript. UW-Stout transcripts need not be requested. (REV 03/26/03)

1.2.1.1 Partial Transcripts: If the transcript from the bachelor’s degree granting institution shows less than 55 semester hours of credit, then transcripts from all other institutions attended for the degree will be required. The Graduate Student Evaluator may waive this requirement, for transcripts which show only a small number of credits earned, provided those that are furnished meet the degree plus 55-credit requirement.

1.2.1.2 Not Final Transcripts: An applicant applying prior to being awarded a degree must submit a transcript which shows work completed through the date of application. Such applications are subject to re-evaluation based upon the final transcript. Admission of any student accepted to an advanced program and who has not been awarded the requisite degree by the date of enrollment will be voided. Upon subsequent receipt of the requisite degree, the student may reapply for admission. (REV 03/26/03)

1.2.2 Application Fee: A non-refundable fee is required.
1.2.3 Program Specific Admission Requirements: Certain programs, as indicated in the current Graduate Bulletin, may require additional information such as a program application, academic transcripts, references, a résumé, and a statement of goals. Refer to the electronic Graduate Bulletin maintained on-line for the most current requirements. (REV 03/26/03)

1.2.4 English Language Proficiency: All applicants from countries in which English is not the official language of instruction must take either the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL) and have the official score sent to the Graduate Student Admissions Evaluator, unless they have completed a Bachelor’s or Master’s degree from an accredited institution in the United States, within the last five years, or have successfully completed an English as a Second Language program at an institution with which we have an agreement. The minimum acceptable scores are as follows: IELTS: 6.5, TOEFL: 70 [iBT (composite)], 523 (paper-based). Applicants with TOEFL scores under 79 [iBT (composite)], 550 (paper-based) will be required to take at least one advanced level language course through UW-Stout’s ESL program. A current student with a score of 79 (iBT) or greater or 550 or greater (paper-based) could be recommended for a language course by the program director. Individual programs may have higher minimums required; refer to the current electronic Graduate Bulletin, maintained on-line for the most current requirements. (REV 12/11)

1.3 Evaluation of Admission Criteria: Applicants are evaluated for admissibility on the basis of having earned the minimum degree, scholastic achievement, appropriateness of educational background, and the relevancy of work experience. An applicant may be denied admission on the basis of any one or any combination of, not having earned the minimum degree, low GPA attained, inappropriate educational background, insufficient relevant work experience, minimum TOEFL score not achieved, or enrollment limitations.

1.3.1 Scholastic Achievement: GPA will usually be identified on the transcripts submitted by the highest degree granting institution. In the case where the applicant’s highest earned degree is a Bachelors and he/she has earned less than 55 credits from the degree granting institution, or where a grading system other than the following was used, the overall GPA will be calculated based upon the grades awarded by the institutions at which original credit was granted.

Grading System used to Evaluate Transcripts

<table>
<thead>
<tr>
<th>Undergraduate Work</th>
<th>Graduate Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Points</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>
1.3.2 **Educational Background:** The appropriateness of course work taken will be evaluated by the Program Director(s) in relation to the optimum background specified for the program(s) requested. Educational deficiencies may necessitate additional undergraduate and/or graduate work. (REV 03/26/03)

1.3.3 **Work Experience:** Where applicable, work experience will be reviewed by the Program Director in the evaluation process. Lack of relevant work experience may lead to denial of admission (see 1.3).

1.4 **Admission Types:** Admission Types include Full, Probationary, and Dual Level. (REV and Renumbered 03/26/03)

1.4.1 **Full:** An applicant fulfilling the specified requirements for educational background and work experience will be considered for Full Admission provided that the following GPA specification was also obtained.

1.4.1.1 **GPA Admission Requirement – Master’s Program:** Individual program descriptions identify specific GPA admission requirements, as indicated in the current electronic Graduate Bulletin. The general requirement allows Full Admission if the applicant has an overall GPA of at least 2.75, or 2.90 GPA on a minimum of the last 55 credits attempted. If an applicant has earned 30 graduate credits (the equivalent of a Master’s degree) or more, the undergraduate degree grade point average can be disregarded for admission purposes. (REV 03/26/03)

1.4.1.2 **GPA Admission Requirement - Education Specialist Program:** A GPA of 3.25 in a Master’s program and/or other graduate work is required for Full Admission.

1.4.2 **Probationary:** An applicant fulfilling the specified requirements for educational background and work experience but lacking the specified GPA requirement for full admission will be considered for Probationary Admission, upon recommendation of the Program Director. (REV 03/26/03)

1.4.2.1 **Probationary – Education Specialist Applicants:** An applicant with a grade point average of 3.00 to 3.25 from Master’s program and/or other graduate work will be considered for Probationary Admission to an Education Specialist program, upon the recommendation of the Program Director. (REV 03/26/03)

1.4.3 **Non-Program Student:** See Section 3.0 Non-Program Enrollment.

1.5 **Term of Validity of Admission:** Admission is granted for the term specified. Admitted applicants who do not enroll within that term must update their application with the Graduate School Office for consideration of admission to the next available term. Persons wishing to delay their enrollment for a year or longer must re-apply. Re-application within three years will not require repayment of the application fee. (REV 03/26/03)

1.6 **Change of Program:** A student may change programs, or may change from non-program to a program classification by submitting a properly completed Application for Graduate Admission or Enrollment form. All general and program admission requirements must be fulfilled to effect the change. (REV 03/26/03)

1.7 **Dual Level:** Dual level enrollment in the Master’s or Education Specialist degree program is reserved for those currently pursuing a Bachelor’s or Master’s degree, respectively, at UW-Stout. (REV 03/26/03)

1.7.1 **Dual Level Admission - Undergraduate/Master’s:** Undergraduate students may apply for admission to a graduate program or enroll as a special student and take graduate courses provided that they are within 30 credits and no more than 1 year of
obtaining their Bachelor’s degree and have a minimum grade point average of 2.75 on
the undergraduate record on the date of enrollment. Dual level students may earn no
more than 9 graduate credits while under this status. They may enroll for no more
than 6 graduate credits in a semester and no more than 3 graduate credits during the
summer session. The applicant must submit a “Dual Level Program Enrollment
Statement” (form 104-0116) to the Graduate Student Evaluator. A student admitted on
Dual Level (Undergraduate/ Master’s) who is not awarded the undergraduate degree
at the end of the specified term will be dropped from the Graduate School without loss
of graduate credit. Upon subsequent receipt of the degree, the student may reapply
for admission. Dual Level students are governed by the Graduate Load Limit policy
(see 2.1.7). (REV 03/26/03)

1.7.2 Dual Level Admission – Master’s/Education Specialist: A graduate student may
be admitted to an Education Specialist program, providing that the Master’s degree will
be awarded at the end of the initial term in which Education Specialist work is taken
and that the graduate GPA is at least 3.25 at the time of application. All other
Education Specialist admission requirements must be met. A student admitted on
Dual Level (Master’s/Education Specialist) who is not awarded the Master’s degree at
the end of the specified term will be dropped from the Education Specialist program
without loss of credit. Upon subsequent receipt of the Master’s degree, the student
may reapply for admission to an Education Specialist degree. (REV 03/26/03)

1.8 Multiple Program Admission: A student may apply for and enroll in more than one
Master’s program simultaneously, but one Master’s program must be declared as a first
Master’s and the other as the second Master’s.

2.0 GENERAL PROGRAM POLICIES AND PROCEDURES

2.1 Program Plan: Descriptions of Program Plans are found in the Program Inventory which is
available in the Academic Affairs office and the Graduate Bulletin. Refer to the electronic
Graduate Bulletin maintained on-line for the most current descriptions. These descriptions
are regulated by the governance procedures of the University of Wisconsin-Stout. The
individual student’s Program Plan is initiated by the student in conjunction with the Program
Director. The Program Plan must identify the year and term of the earliest credit that will be
used to meet program requirements. Graduate level academic credit will not be granted for
experiential learning and/or work or life experience which occurred prior to a student’s
matriculation into a graduate degree program or which was not under the direct supervision
of UW-Stout. The plan will accompany the Application for Degree Candidacy (see 2.3.1).
(REV 03/26/03)

2.1.1 Credit Requirements: Master’s programs require a minimum of 30 credits.
Education Specialist programs require a minimum of 36 credits. Specific program
requirements, as stated in the Graduate Bulletin, may be greater. Refer to the
electronic Graduate Bulletin maintained on-line for the most current requirements.
(REV 03/26/03)

2.1.2 Level of Course Work: One-half of the minimum credits required for graduation from
each individual program must be in graduate-level only (700/800) courses.

2.1.3 Transfer Credit: Graduate credit earned at another graduate school may be
considered toward the fulfillment of program requirements, provided that:

a. The credit meets the Seven Year Limit policy (see 2.1.8).
b. The institution is accredited at the graduate level (see 1.1).
c. The course is acceptable for graduate credit toward a graduate degree at the
offering institution.
d. The credit appears as a graduate course on the student’s graduate transcript from the offering institution (Rev. 5-87 GC).
e. The grade received was “B” (3.0) or higher.

To be applied to program requirements, transfer credits must be approved by the Program Director, using the Request to Transfer Credit form. The transfer credit total is limited to one-third of the minimum credits required for graduation from the program. Upon approval, said credits will be posted on the UW-Stout transcript when two copies of official transcripts are filed in the Graduate Office. Only those credits to be used to meet program requirements should be transferred. (REV 03/26/03)

2.1.4 **International Transfer Credit**: Credit may be transferred from those international institutions with which UW-Stout has entered into a formal transfer agreement (see 5.0). All other criteria apply (see 2.1.3).

2.1.5 **Research Requirement**: All graduate programs require research competency. Refer to the electronic Graduate Bulletin maintained on-line for individual program requirements and alternatives. (REV 03/26/03)

2.1.6 **Load Limit**: Graduate students may take a maximum of 16 credits per semester or 10 credits per 10-week Summer Session. With the approval of the program director, a student may take a two credit overload during a semester or a one-credit overload during the Summer Session. Continuing Education and Audit courses are considered to be part of load. (REV 03/26/03) (Renumbered 11/16/10)

2.1.7 **Seven Year Limit**: All course work and research used to meet program requirements must be completed within the seven year period prior to graduation. (Renumbered 11/16/10)

2.2 **Academic Standing**: Each student will be reviewed for the possible change of Academic Standing at the end of each term. (REV and Renumbered 03/26/03)

2.2.1 **Grading Scheme**: The grading scheme shown below will be used when determining a student’s academic standing.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.34</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Marginal</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Unsatisfactory *</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure *</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td></td>
<td>In Progress</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit *</td>
</tr>
</tbody>
</table>

* The grades of D, F, and AU are not applicable to program requirements. Graduate students are not allowed to use the Pass/Fail system for any courses to be used to meet program requirements or for any courses identified as deficiencies at admission.
Guidelines for using I, and IP grades

“I” Incomplete

Available for use in all grading schemes; should be used only in emergency situations which prevent the student from completing the last major course assignment. Affects GPA – automatically turns to an F after 1 year.

“IP” In Progress

Available for use in select graduate courses. Is used only in those courses that often can’t be completed in a 15 week term (e.g., some graduate research papers, especially Master’s and EdS 6 credit theses). Does not affect GPA, requires re-registration if course not completed after 1 year.

2.2.2 Grading Scheme – Research Papers (Added 4/10/12)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.34</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Marginal</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td></td>
<td>In Progress</td>
</tr>
<tr>
<td>NC</td>
<td></td>
<td>No Credit**</td>
</tr>
</tbody>
</table>

Guidelines for using NC grade

“NC” No Credit

Use only when the student did not complete enough work for evaluation. Does not affect GPA; requires re-registration if course not completed that term; no time extensions given.

2.2.3 Full Academic Standing: To maintain Full Academic Standing, a cumulative GPA of 3.0 for Master’s students and 3.25 for Education Specialist students is required. If less than the minimum is attained, the student will be placed on Probationary Academic Standing. (Renumbered 4/10/2012)

2.2.4 Probationary Academic Standing: Any Master’s or Education Specialist student who is on Probationary Academic Standing and who attains a minimum required cumulative GPA of 3.0 (Master’s) or 3.25 (Education Specialist) by the end of the next academic term in which graduate credit is earned, shall be removed from probation and accorded full academic status. Any student, either Master’s or Education Specialist, who is on Probationary Academic Standing and who fails to attain this required minimum cumulative GPA by the end of the academic term in which graduate credit is earned, will be Dropped from the Graduate School and the University. (REV 03/26/03) (Renumbered 4/10/12)

2.2.5 Repeatability of Course Work: Students may repeat a course, but all grade points earned for the course will continue to be counted in the calculation of the GPA. (Renumbered 4/10/12)
2.2.6 Dropped: A student Dropped from the Graduate School is not eligible to enroll for graduate credit until readmitted to a graduate program. (REV 03/26/03) (Renumbered 4/10/12)

2.2.6.1 Students dropped due to academic or disciplinary reasons may be readmitted with the Exceptions Committee approval. The student must comply with all application requirements specified in Policy 1.2 and submit a completed Graduate Policy Exception Request form. (Added 03/26/03) (Renumbered 4/10/12)

2.2.6.2 Students dropped for failing to complete the required lower level degree need to submit the application materials specified in Policy 1.2 only; the Graduate Policy Exception Request form is not required. (Added 03/26/03) (Renumbered 4/10/12)

2.3 Program Progress: Each student will be reviewed for program progress at the completion of each term. (REV and Renumbered 03/26/03)

2.3.1 Degree Candidacy: The Application for Degree Candidacy initiates the process by which the Graduate School, in conjunction with the Program Director, attests to the appropriateness of Program Plan and the potential of the student to obtain the related academic and professional competencies. Candidacy must be approved before the Graduate Application for Degree (see 2.3.3.1) is filed with the Graduate Office. At the time of filing for degree candidacy, the following conditions must exist:

a. The student holds Full Academic Standing (see 2.2.2).

b. A Program Plan has been approved by the Program Director (see 2.1).

The Degree Candidacy Application must be accompanied by an Approved Program Plan signed by both the student and program director. If transfer credit is involved, the Request to Transfer Credit form should accompany the Degree Candidacy Application and Program Plan. Degree Candidacy requires the approval of the Program Director, and the Director of Graduate Studies. (REV 11/16/10)

2.3.2 Meeting the Research Competency Requirement: The various programs have alternatives for meeting the research requirement (see 2.1.5). If a student is completing a Research Report to satisfy their research competency requirement, then they must follow the procedures outlined in Policies 2.3.2.2 and 2.3.2.3.

2.3.2.1 Initiation of Research: The candidate initiates the process by which the Research Advisor is identified and the research topic approved by the Research Advisor and the Program Director. This process requires the filing of this form (Appointment of Research Adviser/Chair and Committee) with the Program Director and the Graduate Office. The student and their research advisor must complete the UW-Stout's web-based Human Subjects Training before submitting the Protection of Human Subjects in Research Form to the Institutional Review Board (IRB) for review. After completion of the Human Subjects Training, the student needs to complete the Protection of Human Subjects in Research Form online—handwritten forms will not be accepted—and send or take the completed form (with required signatures and required materials attached) to Stout Solutions•Research Services, before data collection can begin.
2.3.2.2 **Research Advisors**: Research Advisors must be Members or Associate Members of the Graduate Faculty (see 4.0). See the Graduate School Office for current list of members of the Graduate Faculty. (It may be posted in the Timetables and on the Web; however, the official list will be as established by the Graduate School Office.) Students must complete and turn in the Appointment of Research Advisor/Chair and Committee form before they register for any research credits.

2.3.2.3 **Research Report Submission**: The completed Research Report including the abstract must be received in the Graduate School Office on or before the last day of the term in which graduation is expected. A completed Submission of Final Research Report form must accompany the Research Report. The paper submission must be on 20 pound white paper with black characters, unbound, with abstract, in the accepted format, and approved by the Research Advisor(s). The electronic submission must adhere to the guidelines as outlined in the current student research packets.

For this policy, last day of the term is defined as the last business day of normal scheduled student contact, including evaluation week, listed in the University calendar. If the last scheduled student contact day falls on a weekend, holiday, etc., then the last day of the term will be the last business day prior to that date. (REV 03/26/03)

2.3.2.4 **Limited Access Research Report**: Upon the recommendation of the Research Advisor (Statement of Research Report with Limited Access form), the Research Report will be withheld from the Library Learning Center for a period of 12 months. With the approval of the Graduate Education Committee, the report may be withheld for an additional 12 months. (REV 03-29-06)

2.3.3 **Graduation**: The candidate must be on Full Academic Standing (see 2.2.2) and must meet all program requirements as specified in the Graduate Bulletin at the time that the Program Plan was approved by the Program Director. The Graduate Office and the Program Director will certify that all requirements have been met.

2.3.3.1 **Graduate Application for Degree**: The candidate must file a Graduate Application for Degree with the Graduate Office at the beginning of the term in which they will complete all degree requirements, including any required research component. Students completing their requirements during the summer may choose to participate in either the spring or fall commencements. These students must file the Application for Degree and the approved Degree Candidacy with the Graduate Office at the beginning of the spring semester if participating in the spring commencement, or at the beginning of the summer session if participating in the fall commencement. (REV 03/26/03)

2.3.3.2 **Date of Record of Graduation**: A candidate will be recorded as “graduated” in the term in which all program requirements are completed, including completion of the research competency requirement. In special circumstances, upon request of the candidate and with the approval of the program director and the Director of Graduate Studies, the “term” for this policy may include the end of the quarter of the semester as allowed by University policy.

2.3.3.3 **Graduation Ceremony**: Candidates are allowed to participate in the Graduation Ceremony if all requirements will be met, including the completion of the research paper, if used as a degree requirement. (REV 03/26/03)
2.4 **Second Master’s Program**: A student may submit an application to use credits earned from a completed Master’s Degree toward a second Master’s degree program.

Graduate Credit earned toward a first Master’s degree may be considered toward the fulfillment of a 2nd Master’s degree program requirements provided that:

a. The institution from the first Master’s is accredited at the graduate level (see 1.1)
b. The course is acceptable for graduate credit toward a graduate degree at the offering institution.
c. The credit appears as a graduate course on the student’s graduate transcript from the offering institution.
d. The grade received was “B” (3.0) or higher.

Up to 15 credits may be applied from a previous Master’s degree to UW-Stout programs that require up to 45 credits for graduation. For UW-Stout programs that require over 45 credits, up to one-third of the minimum credits required for graduation from the program may be from the previous Master’s degree. The Seven Year Limit (2.1.8) does not apply to the credits from the previous Master’s degree. The second Master’s program must include a minimum of 15 credits from UW-Stout and must include any research requirement specified in the program. (REV 11/14/07)

3.0 **NON-PROGRAM ENROLLMENT**

3.1 **Non-Program Special Student**: A student may apply to take courses for graduate credit as a Non-Program Student. To be eligible, that individual must hold a bachelor’s degree from an accredited institution (see 1.1). Students granted Non-Program Enrollment are subject to all Graduate Policies. Individuals who have been dropped from a program are not eligible for Non-Program Enrollment (see 2.2.5). Students who are in good standing in a program may request Non-Program Enrollment, in which case they would become a Non-Program Student.

3.2 **Non-Program Special Student Advisement**: A Non-Program Student will be advised in pursuing their non-program work by the Vice Chancellor, or appointed designee. Non-Program Students may enroll in any 500 or 600 level courses and most 700 level courses. Certain 700 level courses, such as Research, Practicum, and Internship, and all 800 level courses are restricted to students admitted to a program. (REV 03/26/03)

3.3 **Non-Program Special Student Credit Limit**: While there shall be no limit on the number of total credits that can be taken as a non-program special student, the number of such credits that can be applied to a degree program shall be limited to one-third of the minimum number of credits required for graduation in that program. Individual programs may set a lower limit for such credits, provided this lower limit has been approved through the official curriculum process. Completion of courses while enrolled as a non-program special student does not guarantee admission into a specific degree program. If a non-program special student decides to enter a specific graduate program, the student must apply for admission into that program. (REV 03/26/03)

4.0 **GRADUATE FACULTY RESEARCH ADVISER APPOINTMENTS**

The UW-Stout Graduate Faculty are responsible for advising Master’s theses and field problems, as well as Education Specialist Theses and Field Projects. All graduate research advisers must be UW-Stout Graduate Faculty. All Master’s or Education Specialist committee chairs must hold an Education preparation code of 1 or 2, and a Faculty Rank of 1, 2, or 3.
UW-Stout Faculty, as well as Academic Staff, can become members of the Graduate Faculty through a process of application and appointment. Candidates for membership on the Graduate Faculty apply directly to the Graduate School. Education Preparation Code, Faculty Rank, and other criteria are considered in the appointment process. Membership criteria include:

a. Expertise in a discipline(s) related to one or more of the graduate majors offered (which includes the candidate’s program).

b. Participation on a regular basis in graduate education through teaching, advisement, research/scholarship, and/or participation in committees that have an impact on graduate education.

c. An Educational Preparation Code appropriate to the program served: Code 1, 2, or 3 for a Master’s program, and Code 1 or 2 for an Education Specialist program. (Complete code descriptions can be found in the University of Wisconsin-Stout Faculty/Academic Staff/Limited Appointee’s Handbook; in general they are as follows: 1=Ph.D. or Ed.D.; 2= M.F.A., or doctoral ABD; 3=M.S.+1yr graduate study, Ed.S. or equivalent, or 2yr M.S.; 4=1yr M.S.)

d. *Faculty Rank* of: 1) Professor, 2) Associate Professor, 3) Assistant Professor, OR *Academic Staff Ranks* as determined appropriate by the Graduate Education Committee.

e. Record of research, creative and/or scholarly activity in one’s discipline(s) and/or related to the program served.

f. Expertise in one or more research methodologies.

Prospective Graduate Faculty apply for membership by completing and submitting an application to the Graduate School. Applications are reviewed and appointments made by the Graduate Education Committee. In the event an application is denied, the applicant may correct any deficiencies and reapply to the Graduate School with subsequent review by the Graduate Education Committee.

Retired Graduate Faculty who have been honored with UW-Stout Emeritus status retain their association with the Graduate School. They are recognized as Graduate Faculty Emeritus with indefinite appointment and may serve in the same capacities as regular Graduate Faculty. Retired Emeritus faculty who were not members of the Graduate Faculty at retirement may be appointed following the standard appointment process. (REV 4-1-11)

### 5.0 COOPERATIVE AGREEMENTS WITH INTERNATIONAL INSTITUTIONS

These agreements are established with international institutions that offer graduate education and provide the opportunity for bilateral observations and assessments, exchanges of staff and students, and other contacts. The agreements are initiated by the Director of the Office of International Programs, forwarded through the accepted channels, and approved by the Chancellor. Such agreements are established only with institutions authorized to award graduate credit under the accrediting processes which govern education in their nation. Students of institutions with which UW-Stout has a cooperative agreement may have advanced standing in the program for which they have applied. All general and program specific policies and procedures will apply unless the agreement specifically alters them.
6.0 GRADUATE EDUCATION COMMITTEE

The Graduate Education Committee is a standing committee of the Faculty Senate; it acts on matters related to graduate education and the policies pertaining thereto. Its purpose, membership, officers, responsibilities and meetings are outlined in its bylaws.

6.1 **Membership of the Graduate Education Committee**: In accordance with its bylaws as approved by the Faculty Senate, the Graduate Education Committee is comprised of 13 voting members, 11 graduate faculty, one academic staff member and one graduate student, and 3 non-voting members as follows: (REV. 4/2012)

a. Eleven Graduate Faculty members apportioned between the colleges based on the number of graduate programs within the college, but not less than one member from each college. Additionally, at least one alternate Graduate Faculty member elected from each college. The graduate faculty members of each college elect their representatives.

b. One academic staff member and one alternate elected by the Senate of Academic Staff.

c. One graduate student member elected by the Stout Student Association.

d. One ex-officio Director of Graduate Studies

e. One ex-officio member from the University Library

7.0 EXCEPTIONS TO THE GRADUATE SCHOOL POLICIES COMMITTEE: The committee acts on requests for exceptions to Graduate Policy (excluding load limit) and makes recommendations to the Assistant/Associate Vice Chancellor on requests from students for exceptions to Graduate Policy (see 8.0). The Assistant/Associate Vice Chancellor officially approves or denies the request from the students. (REV. 3/2007)

7.1. **Membership of the Exceptions Committee**: (REV. 4/10/2012)

a. Five Graduate Faculty members recommended by the Director of Graduate Studies to the Graduate Education Committee which acts on the recommendations.

b. The Director of Graduate Studies, who serves as chairperson, as well as alternate when necessary.

7.1.1 **Term of Membership**: Each Graduate Faculty member serves a two year term and may be reappointed.

7.2 **Meetings**: Typically the committee meets three times per term.

8.0 EXCEPTION TO GRADUATE POLICY

Requests for exceptions to Graduate Policy (excluding those for Load Limit) are made in writing to the Committee on Exception to Graduate Policy (see 7.1) using the Graduate Policy Exception Request form. (REV 03/2007)

8.1 **Exception to Load Limit Policy**: Requests for exception to the Load Limit policy for greater than 2 credits during a semester (above 18 total), or 1 credit during a 10 week Summer Session (above 11 total) follow an expedited exceptions process wherein overload requests are approved by the program director and Director of Graduate Studies who review the student’s registration and transcripts as well as a written rationale provided by the
student on the Graduate Policy Exception Request form, and make recommendations to the Assistant/Associate Vice Chancellor regarding the request. The Graduate School Credit Overload Permit signed by the program director must be submitted to the Graduate School at the time of registration. (REV 3/2007)

9.0 CHANGES TO THESE POLICIES

Changes of these policies are recommended by a majority vote of the Graduate Education Committee to the Faculty Senate and approved by the Chancellor. (REV 03/29/06)